



January 9, 2024

Guidance Office  
East Kentwood High School  
6230 Kalamazoo Ave. SE  
Kentwood, MI 49508

Dear High School Guidance Counselor:

I am writing to make you aware of a college scholarship offered by the Grand Rapids Housing Commission (GRHC), a HUD-funded agency that administers a Section 8 Housing Choice Voucher rental subsidy program and several other housing programs serving low-income households. This scholarship may be of interest to college-bound graduating seniors at East Kentwood High School who are residents of a GRHC housing program.

Established in memory of a longtime community leader and champion for education, the Jean McKee Resident Scholarship Program provides scholarships of up to \$2,000 (\$500 per year for up to four years) to eligible Grand Rapids Housing Commission residents who attend or will attend college or vocational school; the scholarship is available only to residents of housing programs administered by the Grand Rapids Housing Commission. Residents who are graduating high school seniors receive priority consideration for this scholarship.

To be eligible to receive a scholarship, an applicant must enroll as a full-time student at an accredited college or university and must have earned a cumulative high school grade point average of at least 2.5. The enclosed information sheet and Scholarship Application Form offer complete details about eligibility and application requirements; this information is also downloadable from our website, [www.grhousing.org](http://www.grhousing.org). **The deadline to apply to this year's Jean McKee Resident Scholarship Program is May 14, 2024.**

Please distribute this information to students who may be eligible to receive a Jean McKee Resident Scholarship award. If you have any questions about the scholarship program, please call me at 235-2600, extension 1114, or email: [jsmith@grhousing.org](mailto:jsmith@grhousing.org).

Thanks for helping the GRHC get the word out to eligible students—your assistance is greatly appreciated!

Sincerely,

A handwritten signature in black ink that reads "Joyce Smith". The signature is written in a cursive, flowing style.

Joyce Smith  
Communications & Program Coordinator

Enclosures

## 2024 Jean McKee Resident Scholarship Program Eligibility and Application Requirements

### SCHOLARSHIP AWARDS

Two awards of up to \$2,000 are made annually (\$500 per year for up to four years). The scholarship program is funded through private donations and is subject to the availability of funding.

### ELIGIBILITY REQUIREMENTS

- Applicant must have been a resident of a housing program administered by the Grand Rapids Housing Commission (GRHC) for the past year.
- The applicant's household must be in good standing with the GRHC; the Housing Commission will use an internal process to confirm that the applicant's household meets this requirement.
- Program is open to graduating high school seniors, current college or vocational school students, and adult residents seeking to begin or return to college or vocational school. Graduating high school seniors, undergraduate students and participants in the GRHC's Family Self-Sufficiency Program will receive priority status for this program.
- Applicants who are graduating high school seniors and those currently attending college must have a cumulative GPA of at least 2.5 (C+ letter grade). See additional requirements below.
- Applicants seeking to return to college or vocational school must provide an official high school or college transcript which demonstrates that the applicant is a high school graduate and had a cumulative high school or college GPA of at least 2.5. See additional requirements below.
- Applicant must attend an accredited vocational school, community college, college or university as a full-time student.
- Scholarship winners are eligible to renew the scholarship annually for up to four years. Continuing requirements of scholarship winners:
  - Must maintain a cumulative 2.5 GPA.
  - Must maintain enrollment as a full-time student at an accredited vocational school, community college, college or university.

### APPLICATION REQUIREMENTS: ALL APPLICANTS MUST SUBMIT THE FOLLOWING APPLICATION MATERIALS:

- Completed Jean McKee Resident Scholarship Application Form.
- Short essay (approximately 300 words) on the topic "My career goals and how the educational program I am pursuing will help me reach these goals."

### ADDITIONAL REQUIREMENTS ARE LISTED BELOW BY APPLICANT STATUS:

#### GRADUATING HIGH SCHOOL SENIOR:

- High school transcript that shows high school completion and cumulative GPA of at least 2.5.
- Letter or email\* of recommendation from a teacher or administrator at the applicant's high school.  
\*Email must be from the teacher's or administrator's school email account.
- Letter of acceptance from an accredited vocational school, community college, college or university.

#### CURRENT COLLEGE OR VOCATIONAL SCHOOL STUDENT:

- Letter or email\* of recommendation from a teacher or counselor at applicant's college/school.  
\*Email must be from the teacher's or counselor's school email account.
- Official college/school transcript that shows:
  - A cumulative GPA of at least 2.5.
  - Student maintained full-time enrollment during the term preceding application.
  - Student is enrolled full-time for the upcoming fall term.

#### ADULT SEEKING TO BEGIN OR RETURN TO COLLEGE OR VOCATIONAL SCHOOL:

- Official high school or GED or college transcript which demonstrates that the applicant is a high school graduate and had a cumulative high school or college GPA of at least 2.5.
- Letter of acceptance from an accredited vocational school, community college, college or university.
- Proof of full-time enrollment for the upcoming fall term.

**All Scholarship application materials must be received by the GRHC by the application deadline.**

**APPLICATION DEADLINE: Tuesday, MAY 14, 2024**

Email application materials to [jsmith@grhousing.org](mailto:jsmith@grhousing.org) or mail to:

Jean McKee Resident Scholarship, c/o Grand Rapids Housing Commission, 1420 Fuller Ave. SE, Grand Rapids, MI 49507

### APPLICATION EVALUATION

Grand Rapids Housing Commission staff will conduct an initial screening of applications and make recommendations based on the program requirements outlined above. The Housing Commission governing board will review applications from qualified applicants and confirm all Scholarship winners.

**For more information: [jsmith@grhousing.org](mailto:jsmith@grhousing.org)**

# Jean McKee Resident Scholarship

## 2024 APPLICATION FORM

### I. General Information:

Applicant's name \_\_\_\_\_ Phone no. \_\_\_\_\_  
Head of household's name \_\_\_\_\_ Street address \_\_\_\_\_  
City \_\_\_\_\_ State: Michigan Zip \_\_\_\_\_  
Length of time at current address \_\_\_\_ Years \_\_\_\_ Months Email address \_\_\_\_\_

### II. Materials Required of All Applicants:

The GRHC will use an internal process to confirm that applicant's family is in good standing with the Housing Commission; to facilitate this process, you must provide the name of your household's Housing Choice Voucher Coordinator or Housing Manager.

Name of your family's GRHC Housing Choice Voucher Coordinator or Housing Manager \_\_\_\_\_

Each applicant must submit:

- Completed Jean McKee Resident Scholarship Application Form.
- A short essay (approximately 300 words) on the topic "My career goals and how the educational program I am pursuing will help me reach these goals." Please type your name at the top of the essay.

### III. Submission Requirements Based on Applicant Status—Check one applicant status category, then answer the questions for that category and submit the required materials listed:

I am a graduating high school senior. COMPLETE SECTION BELOW AND SEE ADDITIONAL REQUIRED APPLICATION MATERIALS.

High school attended \_\_\_\_\_ Graduated?  Yes  No If yes, graduation date \_\_\_\_\_

High school address \_\_\_\_\_

High School GPA \_\_\_\_\_ (or letter grade equivalent) This is my  Cumulative GPA through winter semester 2022  Final GPA

College, university or vocational school you plan to attend \_\_\_\_\_

Have you been accepted? Yes \_\_\_\_\_ No \_\_\_\_\_ (IF YES, SUBMIT COPY OF LETTER OF ACCEPTANCE)

Anticipated major or vocational goal \_\_\_\_\_

Number of credit hours you will take per semester \_\_\_\_\_ Will you be a full-time student?  Yes  No

#### PLEASE SUBMIT THESE ADDITIONAL REQUIRED APPLICATION MATERIALS:

- Submit high school transcript that shows high school completion and minimum 2.5 GPA.
- Submit letter or email\* of recommendation from a teacher or administrator at your high school.  
(\*Email must be sent from the recommender's school email account to [jsmith@grhousing.org](mailto:jsmith@grhousing.org)).

Teacher's or administrator's name \_\_\_\_\_ Position at school \_\_\_\_\_

- Submit letter of acceptance from an accredited vocational school, community college, college or university.

I currently attend college or vocational school. COMPLETE SECTION BELOW AND SEE ADDITIONAL REQUIRED APPLICATION MATERIALS.

I am currently an: \_\_\_\_\_ undergraduate student \_\_\_\_\_ graduate student

College or vocational school attending \_\_\_\_\_

College or vocational school cumulative GPA \_\_\_\_\_

PLEASE SUBMIT THESE ADDITIONAL REQUIRED APPLICATION MATERIALS:

- Submit an official college/school transcript that shows:
  - A cumulative GPA of at least 2.5.
  - You maintained full-time enrollment during the term preceding application for this scholarship.
  - You are enrolled full-time for the upcoming fall term.
- Submit a letter or email\* of recommendation from an instructor, professor or counselor at your college or vocational school. (\*Email must be sent from the recommender's school email account to [jsmith@grhousing.org](mailto:jsmith@grhousing.org)).

Instructor's or counselor's name \_\_\_\_\_ Position at school \_\_\_\_\_

I am an adult seeking to begin or return to college or vocational school. COMPLETE SECTION BELOW AND SEE ADDITIONAL REQUIRED APPLICATION MATERIALS.

I will return to school as an: \_\_\_\_\_ undergraduate student \_\_\_\_\_ graduate student

High school attended \_\_\_\_\_ Graduated?  Yes  No If yes, graduation date \_\_\_\_\_

High school address \_\_\_\_\_

High School GPA \_\_\_\_\_ (or letter grade equivalent)

If you did not graduate from high school, do you have your GED?  Yes  No (IF YES, SUBMIT GED TRANSCRIPT)

If you have attended a community college, college or university in the past, please indicate school name below:

\_\_\_\_\_ College GPA \_\_\_\_\_ (or letter grade equivalent)

College, university or vocational school you plan to attend \_\_\_\_\_

Have you been accepted? Yes \_\_\_\_\_ No \_\_\_\_\_ (IF YES, SUBMIT LETTER OF ACCEPTANCE)

Anticipated major or vocational goal \_\_\_\_\_

Number of credit hours you will take per semester \_\_\_\_\_ Will you be a full-time student?  Yes  No

PLEASE SUBMIT THESE ADDITIONAL REQUIRED APPLICATION MATERIALS:

- Submit an official high school or college transcript which demonstrates that you are a high school graduate and that you had a cumulative high school or college GPA of at least 2.5. If you did not graduate from high school but have received your GED, be sure to submit your GED transcript.
- Submit a letter of acceptance from an accredited vocational school, community college, college or university.
- Submit proof of full-time enrollment for the upcoming fall term.

Questions? Email [jsmith@grhousing.org](mailto:jsmith@grhousing.org)

To submit completed application materials, email to [jsmith@grhousing.org](mailto:jsmith@grhousing.org), or mail to:

Grand Rapids Housing Commission  
Jean McKee Resident Scholarship Program  
1420 Fuller Ave. SE  
Grand Rapids, MI 49507

**ALL APPLICATION MATERIALS MUST BE RECEIVED BY  
TUESDAY, MAY 14, 2024**